



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CIVIL SERVICE COMMISSION ANALYST I
CIVIL SERVICE COMMISSION ANALYST II

Class No. 002407
Class No. 002406

■ CLASSIFICATION PURPOSE

To provide staff support to the Civil Service Commission; to advise and assist departments and employees on personnel matters within the jurisdiction of the Civil Service Commission; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Civil Service Commission Analysts are allocated to the Office of the Civil Service Commission. Incumbents provide assistance and advice to departments and employees on the Civil Service process; perform investigative staff work for Commissioners; and prepare reports. This class is distinguished from the Administrative Analyst series by its focus on personnel policies and procedures. It is distinguished from the Departmental Personnel Officer series in that it does not administer departmental personnel policies or represent a department before the Civil Service Commission. It is distinguished from the Human Resource Analyst series by its investigative and analytical activities in support of the Civil Service Rules and Commission activities.

Civil Service Commission Analyst I:

This is the entry-level class of the series. Under general supervision, incumbents learn to screen complaints and provide advice on issues pertaining to the County's personnel system as established in the County Charter and Civil Service Rules. Incumbents perform investigative staff work on behalf of Commissioners.

Civil Service Commission Analyst II:

This is the journey-level class of the series. Under general supervision, incumbents attend hearings to advise and assist hearing officers in the interpretation of the Civil Service Rules and other county personnel policies and procedures. Incumbents assist with sensitive investigations and prepare final reports on behalf of Commissioners.

■ FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Civil Service Commission Analyst I

Essential Functions:

The following functions apply to both classes:

1. Reviews and screens complaints and appeals referred to the Commission.
2. Answers both general and specific questions on matters of employee discipline, the personnel selection process, complaints of discrimination in personnel matters, charges filed by a citizen against a classified service employee, and the classification appeal process.
3. Interprets Civil Service Rules and pertinent sections of the Compensation Ordinance for department managers, employees, employee representatives and job applicants.
4. Attends regular and special Civil Service Commission meetings and hearings.
5. Subpoenas witnesses and materials for investigations and/or hearings on behalf of the Commission.
6. Participates in investigations.
7. Interprets evidence, legal authorities, policies, procedures and case precedents.

8. Prepares final reports based on findings and recommendations from Commissioners.
9. Assists Commissioners with administrative work related to meetings and hearings.
10. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

Civil Service Commission Analyst II

All the functions listed above and

1. Prepares policy recommendations on legislative issues affecting the County's Civil Service Commission.
2. Participates in Civil Service Rules negotiations.
3. Works with County Counsel and provides information on matters appealed to Superior Court.
4. Assists in the preparation of the Civil Service Commission annual departmental budget.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic statistics.
- Principles and theory of personnel management, systems, methods, and practices regarding recruitment, selection, and employee retention.
- Legal authority, limitations and intent of the Civil Service Rules and other relevant personnel authorities governing the County of San Diego.
- Techniques, methods and concepts for investigating alleged violations of the Civil Services Rules or standards of employee conduct.
- Telephone, office, and online etiquette.
- The General Management System in principle and practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Interpret rules, policies and procedures governing a merit based personnel system.
- Analyze personnel problems or allegations and recommend appropriate and practical solutions.
- Prepare and present concise, logical oral and written reports on a variety of personnel issues.
- Establish and maintain effective working relationships with representatives from a broad spectrum of occupations, various levels of management, and the general public.
- Complete projects within timelines.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Civil Service Commission Analyst I:

1. A bachelor's degree in public administration or a closely related field AND two (2) years of professional personnel experience, OR
2. Four (4) years experience working as staff support for a County Civil Service Commission that is authorized to oversee a merit based personnel system.

Civil Service Commission Analyst II:

1. A bachelor's degree in public administration or a closely related field AND two (2) years of professional personnel management experience, including one (1) year at the level of Civil Service Commission Analyst I with the County of San Diego, OR

2. Two (2) years of experience at the level of a Civil Service Commission Analyst I.

■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background investigation

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: March 8, 1991
Reviewed: Spring 2003
Revised: June 14, 2004

Civil Service Commission Analyst I (Class No. 002407)	Union Code: CEM	Variable Entry: Y
Civil Service Commission Analyst II (Class No. 002406)	Union Code: CEM	Variable Entry: Y